



Job Announcement

Position: Executive Director

The Arc Community Advocates for Persons with Developmental Disabilities is seeking an **Executive Director**. The Arc Community Advocates is a nonprofit agency that serves people with intellectual and developmental disabilities and their families in Kalamazoo County, Michigan.

General Statement of Executive Director's Function: Reporting to the Board of Directors, the Executive Director is responsible for the oversight of all programming, advocacy, financial management and fund development, supervision of agency staff, and the implementation of policies developed in conjunction with the Board of Directors.

Qualifications: The candidate should possess a Bachelor's degree, three years of experience serving persons with disabilities, and experience nurturing community support and collaboration. Candidates will possess an entrepreneurial spirit with successful grant writing, fundraising, and management skills.

Agency Outcomes:

Under the leadership and supervision of the Executive Director, the **Agency** will:

1. work with a clear mission that reflects the needs of the clients and the community
2. maintain and develop effective programs to benefit clients
3. enjoy a positive reputation in the community
4. provide staff with tools and feedback to accomplish their tasks
5. operate under accepted and legal accounting and financing principles
6. obtain the funding and support needed to fulfill its mission and the above outcomes

Salary is commensurate with experience, ranging from \$45,000 to \$65,000. Benefit package is included.

To apply, send resume and a cover letter addressing your experience in the areas described above by 5 p.m. EST on October 31, 2011, to the Search Committee at communityadvocatesjob@gmail.com.

For additional information please visit our website at www.communityadvocates.org.